



## **Business System Operations Requirements Agenda**

The following is the tentative agenda for our upcoming Dynamics GP Business Systems Operations Requirements. The times may vary based on working hours and individual requirements.

<u><b>Time</b></u>	<u><b>Activity</b></u>	<u><b>Attendees</b></u>
<u>Day One</u>		
9:00-9:30	Plant Tour	Project Leader
9:30-10:00	Company Objectives	President/GM, Project Leader
10:00-12:00	Business Systems Review Workshop	Entire Project Team
12:00-5:00	<u>Departmental Issues/Process Reviews</u> Engineering Issues Inventory Issues Purchasing Issues Service Issues	Engineering Manager & team Inventory Manager & team Purchasing Manager & team Customer Service Manager & team
<u>Day Two</u>		
9:00-5:00	<u>Departmental Issues/Process Reviews continued</u> Order Entry/Quoting Issues Manufacturing/Shop Floor Issues Production Planning/MRP Issues Cost Accounting Issues Systems Admin. Issues	Sales Manager & team Mfg. Manager & team Prod. Control Manager & team Accounting Manager & team System Administrator
<u>Day Three</u>		
8:00-1:00	BSR Preparation	MRP Consultant
1:00-2:30	BSR Review	Project Team
2:30-4:00	Executive Briefing	President/GM, Project Leader

The Business Systems Review Workshop is a review of the key results and current conditions of the Dynamics GP system as it is being utilized today. A prior copy of Business Systems Review Checklist will be forwarded to you in advance, so that you and your team may have some preliminary discussions, and the results can be input and evaluated at this time. Please bring documentation to substantiate the ratings (procedures, financial report, performance measurements, etc.). The afternoon of day one and all of day two will consist of meetings with these key departments to discuss their top issues that prevent them from optimum utilization of the business system. Allow 1 ½ to 2 hours for each of these sessions. The key results can then be analyzed and some preliminary conclusions and action items generated by our senior consultant. We invite top management to be involved throughout the BSR activities, but strongly recommend their involvement during the initial and final sessions. Afternoon of day three you will receive the detailed report and action plan.

If you have any comments or questions about this engagement, please contact me at your earliest convenience.